

Data Manager (Not to exceed 2 years)

Surveillance Detection Supervisor (2 positions) (T)

Surveillance Detection Supervisor (2 positions)

Surveillance Detection Specialist (6 positions) (T)

Surveillance Detection Specialist (6 positions)

Administrative Assistant (T)

Administrative Assistant

FSN#2011/16

Data Manager (Not to exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Data Manager, FSN-7; FP-7

OPENING DATE: April 8, 2011

CLOSING DATE: April 21, 2011

WORK HOURS: Full-time; 40 hrs/week, Not to exceed 2 years

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Data Manager in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as a database manager/programmer within the information technology unit providing support for the US Centers for Disease Control/International Emerging Infections Program (CDC/IEIP), and provides full data management of data entry and collection activities occurring in the field and programming support for research, programmatic, laboratory, technical and administrative activities of IEIP.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) At least two years of full-time post secondary study at college or university; (2) One year of experience in data manager/programmer including data entry and/or data collection in the field; (3) Must have demonstrated work experience in the use of two or more computer software program tools for databases and programming from the following list: MS-Access, MS SQL Server, Epi-info, Visual Basic, VBScript, QDS, SAS, SPSS, InfoPath, or Visual C++; (4) Level III (Good) speaking/reading/ writing Thai and English

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT
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CLOSING DATE FOR THE POSITION: APRIL 21, 2011

FSN#2011/36 (T)

Surveillance Detection Supervisor (2 positions)

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection Supervisor, FSN-4; FP-AA (Trainee)

OPENING DATE: April 1, 2011

CLOSING DATE: April 21, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA
Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Supervisor, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Have daily administrative and operational control of Surveillance Detection Specialists and report directly at US Consulate General Chiang Mai and report directly to SD Coordinator or ARSO for overall guidance on operational and administrative issues and is required to report to RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of High School (M6) or equivalent; (2) At least six months of surveillance detection experience; (3) Level III (Good Working Knowledge) speaking/reading/writing in English; (4) A thorough knowledge of procedure for conducting and reporting surveillance and the ability to discern normal traffic patterns, pedestrian behavior and frequented travel route; (5) A valid driver’s license is required; (6) Must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc) and have strong organizational, leadership and observational skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: APRIL 21, 2011

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FSN#2011/36

Surveillance Detection Supervisor (2 positions)

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection Supervisor, FSN-5; FP-9

OPENING DATE: April 1, 2011

CLOSING DATE: April 21, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Supervisor, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Have daily administrative and operational control of Surveillance Detection Specialists and report directly at US Consulate General Chiang Mai and report directly to SD Coordinator or ARSO for overall guidance on operational and administrative issues and is required to report to RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of High School (M6) or equivalent; (2) At least one year of surveillance detection experience; (3) Level III (Good Working Knowledge) speaking/reading/writing in English; (4) A thorough knowledge of procedure for conducting and reporting surveillance and the ability to discern normal traffic patterns, pedestrian behavior and frequented travel route; (5) A valid driver's license is required; (6) Must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc) and have strong organizational, leadership and observational skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: APRIL 21, 2011

FSN#2011/41 (T)

Surveillance Detection Specialist (6 positions)

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection specialist, FSN-3; FP-BB (Trainee)

OPENING DATE: April 1, 2011

CLOSING DATE: April 21, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Surveillance Detection Specialist, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

To observe, detect and report potential acts of hostile surveillance against US Consulate General Chiang Mai facilities and personnel. Report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Require to work primarily outdoors, be proficient in the use of digital camera and mobile telephone technology. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (M3) or equivalent; (2) At least six months of security related experience;

(3) Level II (Limited Knowledge) speaking/reading/writing in English and level III (Good Working Knowledge) speaking/reading/writing in Thai; (4) Know how to observe patterns of behavior, and operate photographic and mobile phone equipment; (5) Must be able to work independently and outside in all kind of weather conditions; (6) Must not have any physical limitations and know how to operate a bicycle or Motorcycle safely.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: APRIL 21, 2011

FSN#2011/41

Surveillance Detection Specialist (6 positions)

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection specialist, FSN-4; FP-AA

OPENING DATE: April 1, 2011

CLOSING DATE: April 21, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Surveillance Detection Specialist, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

To observe, detect and report potential acts of hostile surveillance against US Consulate General Chiang Mai facilities and personnel. Report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Require to work primarily outdoors, be proficient in the use of digital camera and mobile telephone technology. Must be able to work on a rotating shift schedule.

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(1) Completion of Secondary School (M3) or equivalent; (2) At least one year of security related experience; (3) Level II (Limited Knowledge) speaking/reading/writing in English and level III (Good Working Knowledge) speaking/reading/writing in Thai; (4) Know how to observe patterns of behavior, and operate photographic and mobile phone equipment; (5) Must be able to work independently and outside in all kind of weather conditions; (6) Must not have any physical limitations and know how to operate a bicycle or Motorcycle safely.

SELECTION PROCESS:

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CLOSING DATE FOR THE POSITION: APRIL 21, 2011

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FSN#2011/42 (T)

Administrative Assistant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Assistant, FSN-7 (Trainee)

OPENING DATE: April 8, 2011

CLOSING DATE: April 27, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development/ General Development Office (USAID/GDO) located at Athenee Tower, Wireless Road, Bangkok. The USAID/GDO manages programs under both the Economic Growth and the Governing Justly and Democratically Objectives, providing critical support to U.S. foreign policy goals in Asia.

Several GDO programs are designed to achieve the goals of the ASEAN-U.S. Enhanced Partnership Plan of Action, and the ASEAN-U.S. Trade and Investment Framework Arrangement. In addition, GDO manages APEC Technical Assistance and Training Facility, supporting APEC's priority objectives of regional economic integration, creation of a Free Trade Area for the Asia-Pacific region and financial market reform. In China, GDO programs are implemented under the Governing Justly and Democratically Objective. Programs are designed to establish effective rule of law in China and to create a more stable environment by supporting a consortium of U.S. universities to engage with higher education institutions in China.

BASIC FUNCTION OF POSITION:

Serve as the Administrative Assistant to Regional Development Mission Asia / General Development Office (GDO). Duties include performing a full range of all secretarial and administrative support to the office and assisting with financial management and program reporting requirements. Provide support and assistance to the US and Foreign Service National (FSN) Technical Advisors in carrying out their duties.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in business, public administration, political science, international development, social science or arts; (2) A minimum of four years of professional and progressively experience in the field of business or development; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Proficiency in the use of computer packages/applications such as Word, Excel, Outlook or Power point; (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: APRIL 27, 2011

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FSN#2011/42

Administrative Assistant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Assistant, FSN-8

OPENING DATE: April 8, 2011

CLOSING DATE: April 27, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development/ General Development Office (USAID/GDO) located at Athenee Tower, Wireless Road, Bangkok. The USAID/GDO manages programs under both the Economic Growth and the Governing Justly and Democratically Objectives, providing critical support to U.S. foreign policy goals in Asia. Several GDO programs are designed to achieve the goals of the ASEAN-U.S. Enhanced Partnership Plan of Action, and the ASEAN-U.S. Trade and Investment Framework Arrangement. In addition, GDO manages APEC Technical Assistance and Training Facility, supporting APEC's priority objectives of regional economic integration, creation of a Free Trade Area for the Asia-Pacific region and financial market reform. In China, GDO programs are implemented under the Governing Justly and Democratically Objective. Programs are designed to establish effective rule of law in China and to create a more stable environment by supporting a consortium of U.S. universities to engage with higher education institutions in China.

BASIC FUNCTION OF POSITION:

Serve as the Administrative Assistant to Regional Development Mission Asia / General Development Office (GDO). Duties include performing a full range of all secretarial and administrative support to the office and assisting with financial management and program reporting requirements. Provide support and assistance to the US and Foreign Service National (FSN) Technical Advisors in carrying out their duties.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in business, public administration, political science, international development, social science or arts; (2) A minimum of five years of professional and progressively experience in the field of business or development; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Proficiency in the use of computer packages/applications such as Word, Excel, Outlook or Power point; (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: APRIL 27, 2011

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